

**EXTRACT OF SCHOOL BOARD MEETING MINUTES**  
**INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_**  
**\_\_\_\_\_ PUBLIC SCHOOLS**  
**STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. \_\_\_\_\_, State of Minnesota, was held on \_\_\_\_\_, 2025 at \_\_\_\_\_ a.m. /p.m., for the purpose in part, of approving the District’s Fiscal Year (FY) 27 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2024, section 123B.595.

School Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_**  
**FY 27 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**BE IT RESOLVED** that the School Board of Independent School District No. \_\_\_\_\_, State of Minnesota, approves the attached FY 27 Long-Term Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

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And the following voted against \_\_\_\_\_.

**WHEREUPON** the resolution was declared duly passed and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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**SCHOOL BOARD CLERK SIGNATURE**

**Disclaimer** – This template is optional for school board use and does not constitute legal advice. For legal advice on school board resolutions and long-term facilities maintenance statutes, please consult your school district’s attorney.

**EXAMPLE TEMPLATE (2)**

**EXTRACT OF MEETING MINUTES INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_  
\_\_\_\_\_  
PUBLIC SCHOOLS  
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. \_\_\_\_\_, State of Minnesota, was held on \_\_\_\_\_ (date), 2025 at \_\_\_\_\_ a.m. /p.m., for the purpose in part, of approving the District’s Fiscal Year (FY) 27 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2024, section 123B.595.

**School Board Agenda Item 10:** School Board approval of FY 27 Long-Term Facilities Maintenance Ten-Year plan in accordance with Minnesota Statutes 2024, section 123B.595.

School Board Member moved to approve the FY 27 Long-Term Facilities Maintenance Ten-Year and it was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

\_\_\_\_\_

And the following voted against \_\_\_\_\_.

I, \_\_\_\_\_, School Board Clerk, certify this to be a true and correct extract of a motion,, second and vote of the from the school board minutes of the \_\_\_\_\_ (date) school board meeting of Independent School District (ISD) No. \_\_\_\_\_.

State of Minnesota

County of \_\_\_\_\_

This instrument was signed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_ (Notary Public Signature)

**STAMPED SEAL**

Notary Public for the State of Minnesota

Residing at \_\_\_\_\_ (County)

My Commissioner expires \_\_\_\_\_ (date)

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**EXAMPLE TEMPLATE (3)**

**SCHOOL BOARD RESOLUTION**  
**INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_**  
**ADOPTING THE SCHOOL DISTRICT’S FISCAL YEAR (FY) 27**  
**LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**WHEREAS**, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2024, section 123B.595, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year LTFM facilities plan by July 31 for commissioner approval.

**WHEREAS**, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member \_\_\_\_\_ moved for the resolution adoption and the motion was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

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And the following voted against \_\_\_\_\_.

**THEREFORE, BE IT RESOLVED THAT**, the School Board of Independent School District No. \_\_\_\_\_ approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 27 on the \_\_\_\_\_ of \_\_\_\_\_, 2025.

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**SCHOOL BOARD CLERK SIGNATURE**

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**EXAMPLE TEMPLATE (4)****School District's Proportionate Share of LTFM  
Intermediates/Cooperative Units****EXTRACT OF MINUTES OF  
SCHOOL BOARD MEETING  
SCHOOL DISTRICT No. \_\_\_\_\_  
(Public School Name)  
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of School District No., State of Minnesota, was held on \_\_\_\_\_ (date), at \_\_\_\_\_ (time) for the purpose, in part, of approving the FY 27 Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments in the district's application for long-term facility maintenance.

\_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET  
AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE  
PROJECTS IN THE DISTRICT'S APPLICATION FOR FISCAL YEAR (FY) 2027 LONG-TERM  
FACILITY MAINTENANCE REVENUE**

**BE IT RESOLVED** by the School Board of, \_\_\_\_\_, State of Minnesota, as follows:

1. The School Board of \_\_\_\_\_ has approved a long-term facility maintenance program budget for its facilities for the 2026-2027 school year (FY 2027) in the amount of \$ \_\_\_\_\_ of which District Number's proportionate share is \$ \_\_\_\_\_ consisting of \$ \_\_\_\_\_ for pay as you go projects and \$ \_\_\_\_\_ for debt service payments on the \_\_\_\_\_ (bond series) Facilities Maintenance Bonds. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes 2024, section 123B.53, subd. 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is

approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.

- 3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a three-year weighted average adjusted pupil units formula. For school year 2026-27 fiscal year 27), the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 27 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.
  
- 4. Pursuant to Minnesota Statutes 2024, section 123B.595, subd. 3, the intermediate district issued \$ \_\_\_\_\_ Facilities Maintenance Bonds, Series \_\_\_\_\_. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and, upon vote being taken thereon, the following voted in favor

thereof:

\_\_\_\_\_

And the following voted against:

\_\_\_\_\_

